



UNITED STATES SPECIAL OPERATIONS COMMAND

OFFICE OF THE CHIEF OF STAFF

7701 TAMPA POINT BLVD.

MACDILL AIR FORCE BASE, FLORIDA 33621-5323

FEB 10 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Federal Managers' Financial Integrity Act Annual Statement of Assurance for Fiscal Year 2009

1. This is a call for your Fiscal Year (FY) 2009 Annual Statement of Assurance. The Statement of Assurance is due to Headquarters, United States Special Operations Command (HQ USSOCOM) on **10 July 2009**. Enclosed are detailed instructions for preparation of the statement of assurance.
2. The Annual Statement of Assurance is a memorandum to the Commander, USSOCOM, declaring whether internal controls within your organization meet the standards, goals, and objectives of the Federal Managers' Financial Integrity Act (FMFIA), Office of Management and Budget (OMB) Circular A-123, "Management's Responsibilities for Internal Control," dated 21 December 2004, and DOD Instruction 5010-40, "Managers' Internal Control Program," dated 04 January 2006. The Commander, USSOCOM, using your Statements of Assurance, will submit a consolidated USSOCOM Statement of Assurance to the Secretary of Defense.
3. Additionally, request a copy of your Manager's Internal Control Plan (MICP). The MICP outlines your organization's assessable units and subordinate key processes, ones that you determine are of such importance that failure to accomplish expected outcomes risks achievement of organizational objectives and require internal controls. Your internal control plan should reflect that internal control evaluations and assessments were performed in all financial, operational, and administrative functions. Instructions for preparing the MICP can be found in USSOCOM Directive 5-1. You can use inspector general reports, investigations, audits, and self-evaluations to evaluate your internal controls. If you do not have access to these reports you may need to use Appendix B of USSOCOM Directive 5-1 to properly evaluate your controls.
4. The Office of the Secretary of Defense prepares a scorecard and gives feedback on each organization's Statement of Assurance. Points are awarded for timeliness, format, evidence of command-wide program execution and innovation, command-wide training and innovation, and material weakness reporting. HQ USSOCOM implemented a similar scorecard and feedback program in FY 2006 and will continue this practice in FY 2009. Scorecard criteria are contained in the enclosed guidance.
5. There is a high level of interest in the Department regarding internal controls over government charge card programs. Request you build into your internal control plans an annual assessment of internal controls in place for all types of government charge

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cards, e.g., travel, purchase, fleet, AIR, SEA, and integrated cards. There continues to be Department interest in the use of premium class travel. Request you also include premium class travel as part of your annual assessment.

6. A workshop will be held for the Points of Contact (POCs) and others responsible for the preparation of the FY 2009 Annual Statement of Assurance. The workshop will provide training and review the latest guidance. The DOD MICP Coordinator will be a keynote speaker. The workshop will be held on 12 Mar 2009, at HQ USSOCOM, Building 501C, 2nd floor, Packard Conference Room, MacDill Air Force Base, Florida. It is highly encouraged that your appointed POCs attend this training because preparation of the statement of assurance can be overwhelming without proper training and instruction. Please notify Mr. Doug Harrington with the name and telephone number of the person(s) who will be attending **NLT: 19 February 2009**. An agenda and additional information will be forwarded to those planning to attend.

7. If you have any questions, refer them to Mr. Doug Harrington, SOFM-MC at Com: 813-826-3165, DSN: 299-3165, Email: Douglas.Harrington@hq.socom.smil.mil.

Encl
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S. A. HUMMER
Brigadier General, U.S. Marine Corps
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